

# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

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## *Civilian Job Opportunity* **Program Specialist 3, 107J**

**CLOSES:** February 14, 2007  
**SALARY:** Range 49, \$3,128 - \$4,003 per month, depending on qualifications  
**Recruitment #** DR-07-003-OC

### **AGENCY OVERVIEW**

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions. To learn more information about the Military Department, visit our website at [www.mil.wa.gov](http://www.mil.wa.gov).

### **POSITION OBJECTIVE / KEY RESPONSIBILITIES:**

Under the supervision of the Base Civil Engineer, conducts complex planning and budget analysis of state budget and federal financial plans for funding the Washington Air National Guard (WA ANG) Operations and Maintenance Cooperative Agreement (MCA) for Air Guard West Facilities. The MCA is a unique program that facilitates funding of specific tasks and projects with federal reimbursement through the Cooperative Agreement to the State / Washington Military Department. The key responsibilities include, but are not limited to, the following:

- Works with program and financial staff to ensure MCA requirements are addressed; forecasts potential conflicts in an effort to resolve them in a timely and appropriate manner.
- Analyzes annual and biennial budgets, cost data, spending trends, future budget projections, agency goals, and fiscal and budgetary impacts; recommends changes to existing State and Federal fiscal and budgetary procedures.
- Conducts research related to MCA program activities to ensure that Division processes are efficient and effective; advises state and federal fiscal offices of changes and policies impacting their procedures; reviews state procurement contracts and insures expenditures comply with state and Federal rules
- Advises and assists with the contract process, to include negotiating with contract parties, establishing reasonable cost levels, reporting dates, changing orders, overseeing contract progress, maintaining contract documents and meeting with contractors.
- Tracks and reconciles status of purchase orders and insures expenditures are recorded to the appropriate accounts; maintains log of completed purchase orders and credit card purchases.
- Supervises the Office Assistant III.

## **REQUIRED QUALIFICATIONS**

### Experience / Education:

A Bachelor's degree and one year of professional level experience in one or a combination of the following:

- Developing, preparing, monitoring, tracking, and/or analyzing budgets.
- Monitoring, tracking, and/or evaluating grants/contracts for federal, state, local governments, or private entities.
- Accounting and/or auditing.

Note: Additional qualifying experience can substitute for education on a year for year basis.

### Skills and Abilities to:

- Use word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print, and save documents.
- Use spreadsheet software, such as Microsoft Excel, to create and manipulate large or complex spreadsheets, use complex mathematical formulas to calculate data, and link worksheets.

## **DESIRABLE QUALIFICATIONS**

### Skills and Abilities to:

- Interview, hire, assign and direct work, evaluate, and discipline one or more employees. Set expectations, instruct, coach and identify training needs.
- Compile and interpret data used to develop and monitor budgets; project, develop, and analyze budgets; recommend alternative budget and allocation formulas based on projected availability of funds prepare in accordance with Generally Accepted Accounting Principles.
- Use statistical formulas to project budget needs and to anticipate availability of funds.
- Communicate effectively both orally and in writing.
- Use data and information to assess and understand issues, evaluate options, form conclusions, and make decisions.
- Maintain the highest level of confidentiality at all times.
- Work independently, manage priorities and complete multiple task priorities to ensure position assignments are accurately completed in a timely manner, while in a high pressure environment.

## CONDITIONS OF EMPLOYMENT

- Ability to travel and occasionally be away from home overnight for training and meetings.
- Ability to bend, reach, stoop and convey up to 15 pounds.
- Ability to work in multiple locations in different geographical areas and adjust work hours/schedules to provide support to the division field and office operations.
- Willingness to work in or around Military facilities and programs.
- Must successfully complete the appropriate background checks required to access Department of Defense computer systems. Must be willing to sign releases of information and shall not have access to any investigative materials and files. The processing of background checks can take six months post-employment. Failure to successfully pass a background check may be cause for termination

## APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to [applicant5@mil.wa.gov](mailto:applicant5@mil.wa.gov)

1. A current [Washington State Application](#).
2. A letter of interest, not to exceed two pages, describing in detail how you meet the required and desired qualifications. Include in your letter a detailed description of your experience with Excel or similar software
3. A list of at least three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Swidler, Human Resource Consultant  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7942  
Fax (253) 512-7808

***The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.***